

June, 2004

Habilitation Services Program (HSP) Transfer Progress Report

Legislation:

- The Department will monitor the upcoming legislative sessions addressing the Governor's May Revise budget to determine if actions are taken that will impact work services to persons with developmental disabilities. As of the date of this report, the habilitation transfer is a closed issue.
- Trailer Bill Language (Section 4865.1) regarding conversion of Habilitation programs, if approved, would postpone the Job-Coach ratio, which requires existing groups to be at a 1:4 by July 1, 2004. If approved, DDS will require providers to submit, by July 30th, documentation that the group was approved prior to July 1, 2002, was at a 1:3 ratio on May 1, 2004, and the site employer will not allow a group of 4. DDS review is final and once accomplished, providers and regional centers will be notified of the outcome. DDS intends to review all submissions by August 31, 2004.

Rulemaking (Regulations):

- Department of Finance staff informed DDS they are in receipt of the Habilitation emergency regulations package. As requested by DOF, DDS has prepared a side-by-side comparison between the Habilitation regulations contained in DOR's Title 9 and DDS' proposed Title 17 Habilitation regulations to assist in their review. Once approved by DOF, the regulations will be filed with the Office of Administrative Law (OAL).
- A **draft copy** of the regulations has been posted on the DDS website (www.dds.ca.gov) for your review. The draft copy of the Habilitation regulations are located under the title "Habilitation Services" which is found within the "Featured Link" column of the DDS home page website. We still plan to mail copies of the regulations to stakeholder organizations and post the official copy of the regulations on our website once they have completed the OAL review process. As noted in previous reports, under the emergency rule-making process, after OAL approves the regulations a public comment period on the regulations will follow before the regulations become final. Preparation of the Notice of Proposed Rulemaking package is near completion.
- The Frequently Asked Questions (FAQs) have also been posted to the DDS website, www.dds.ca.gov habilitation services link.

Implementation Activities:

- DDS, ARCA, and San Diego Regional Center are conferring on an automated means by which SANDIS would upload purchase of service authorizations. ARCA and DDS will keep you posted on the status of this endeavor.
- As a reminder from previous reports, the delay in the CADDIS roll out means that regional centers should go ahead and begin assigning habilitation vendor numbers in UFS. Regional centers should anticipate receiving an e-mail followed by a Technical Bulletin describing Vendorization and General Ledger Account codes for Habilitation services. These vendor numbers will be converted by CADDIS once it rolls out.

Denyse Curtright provided technical assistance requested in regard to the use of the group billing form and the imbedded macro functions to Golden Gate Regional Center (GGRC) on June 10, 2004, San Diego Regional Center (SDRC) on June 11, 2004, Inland Regional Center (June 15), San Andreas Regional Center (June 17), Tri-counties Regional Center (June 18), San Gabriel/Pomona regional Center (June 22), Eastern Los Angeles Regional Center (June 23). Technical assistance is scheduled for Harbor, Westside and South Central Los Angeles Regional Centers (June 25), and Far Northern Regional Center (June 30).

- Regional centers who are interested in receiving DDS assistance in conducting vendor training, or training regarding electronic attendance and billing, may contact Denyse Curtright at dcurtrig@dds.ca.gov
- DDS has received historical cost data from DOR on Supported Employment (SE) groups and has completed sorting the information by regional center. DDS distributed this data as an Excel spread sheet on 6/10/04. This data will assist regional centers to estimate the contract authorization amounts needed for SE groups.
- On May 26, 2004, DDS provided an up-to-date consumer list by UCI number, service type and vendor to regional centers so they can begin preparing the necessary Habilitation service POS authorizations beginning July 1, 2004.
- DDS has prepared a flyer explaining the process for submitting the Supported Employment Group Billing Excel Spreadsheets (DS 1964) and Consumer Monthly Reports for SEP and WAP (DS 1971 and DS 1972) by Habilitation service providers. The flyer is posted to the DDS website: www.dds.ca.gov
- DDS continues to host weekly Wednesday teleconference calls on habilitation services. The teleconference starts at 10am and goes until 12pm, if needed, and will continue at least through July 28, 2004. The purpose of the calls is to answer

any additional questions from regional centers regarding the habilitation transfer. In addition, we have extended an invitation to DOR's Senior Vocational Rehabilitation Counselors (SVRC) to join us on the conference calls in the event they have questions regarding the habilitation transfer. The teleconference call # is 888-455-0945; the pass code is "Habilitation".

- As noted on the DDS web site, Habilitation Services form DS 1964 currently posted is still in Draft format. Final version of this form is expected to be posted to the website by 5/28/04. Forms 1971 and 1972 will also be finalized by 5/28/04. All other Habilitation Services forms posted on the website are in final format and available for use by downloading and/or printing out and completing by hand. Please be aware that until DDS has indicated the form DS 1964 has been finalized and approved, it cannot be used for services.
- As a reminder, training curriculum material presented at the training sessions will remain posted on the DDS website. Regional centers that would like a CD containing all the curriculum documents can contact Denyse Curtright via e-mail at dcurtrig@dds.ca.gov. This material is in several formats, including, Word, Excel, Portable Document Format (PDF) and Power Point. For curriculum material that was revised following training presentations, DDS will have an updated version on the website. Questions from the regional center trainings above will be added to the FAQ list. Questions can be sent to DDS via fax (916-654-2192) or e-mail Work.Services@dds.ca.gov.
- DDS continues to seek input from regional centers, vendors and other stakeholder organizations on questions they would like answered or topics covered during the DDS sponsored habilitation trainings. These trainings will be held in Fall 2004. Thus far, Fall 2004 training topics may include: Title 17 Regulations; CARF Accreditation requirements; Transition from School to Work; and the "Ticket to Work" program. Additional fall training topics can be emailed to Work.Services@dds.ca.gov.
- DDS has completed recruitment of the five DOR Habilitation Specialist staff to fill a similar role with DDS' Work Services Section as Community Program Specialists II positions. These staff will be assigned to specific regional center geographic areas, effective July 1, 2004. The CPS II areas of assignment and contact information will be posted to the DDS website.
- DDS and DOR are currently in the process of updating the MOU to cover the first year of the transfer.
- DDS continues to post all current and past Habilitation transfer progress reports on the DDS web site.